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<p>Document title:</p> <p style="text-align: center;">RECTOR'S DIRECTIVE NO. 9/2020</p> <p style="text-align: center;">Individual Study Plan</p> <p>Approved by</p> <p style="text-align: right;">Dated:</p> <p style="text-align: right;">Dr. Martina Mannová rector</p>		
No of annexes:	2	Annex titles:
No of copies		Form for Establishing the Conditions of an Individual Study Plan (ISP)
		Methodological Guideline for the Procedure of Setting Up an Individual Study Plan (ISP)
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Druhé		

Art. I General Principles

- (1) This directive establishes the specific conditions for the Individual Study Plan (hereinafter referred to as "ISP") in accordance with Article 9, Paragraph (5) of the Study and Examination Regulations of the College of Regional Development and the Banking Institute – AMBIS University (hereinafter referred to as "AMBIS").
- (2) The Individual Study Plan is a special method of organizing study that accommodates the individual needs of the student while ensuring equal conditions, whether regarding the accessibility of materials or the fulfillment of obligations stipulated by the Study and Examination Regulations.
- (3) According to Article 9 of the Study and Examination Regulations of AMBIS, a student may request approval to complete part of their studies under the ISP regime, particularly for health or social reasons.
- (4) The reasons for which one may apply for an ISP include, but are not limited to:
 - serious health issues,
 - being registered as a student with special needs,
 - having recognized parental leave,
 - providing care for a dependent person,
 - representing the Czech Republic in a sports discipline,
 - participating in a study abroad program or internship under the Erasmus+ program.
- (5) Taking into account the reasons mentioned in the previous paragraph, the following options may apply individually or in combination:
 - modification of the deadlines for fulfilling academic obligations,
 - alteration of the methods for meeting academic requirements,
 - exemption from attending lectures, seminars, or exercises,
 - assignment of independent study or special tasks,
 - individual consultations,
 - completion of courses outside the regular examination period.

All of the above are subject to prior agreement with the instructors and must adhere to the number of academic review sessions (exams) and the required number of credits necessary for taking the state final examinations.

- (6) A student who has been approved to participate in the Erasmus+ program is not required to apply for an Individual Study Plan (ISP). The ISP will be granted automatically for the relevant period upon the commencement of the mobility.
- (7) First-year students are permitted to have an Individual Study Plan (ISP) only in exceptional cases.
- (8) Requests for an Individual Study Plan (ISP) can be made for all courses enrolled in a given semester simultaneously or separately for individual courses. The fee for approval of the ISP is not affected by the number of courses or the content of the ISP.
- (9) In the case of full-time employment, it is recommended that students opt for a part-time study mode rather than an Individual Study Plan (ISP).
- (10) Studying under an ISP is highly demanding. Students must carefully consider their previous experiences and the conditions under which their studies will continue before submitting their request.

Art. II

Submission and Requirements of the Application

- (1) The electronic application for an Individual Study Plan (ISP), accompanied by additional documents substantiating the reasons for the ISP (such as a medical certificate, disability card, proof of parental leave, or, for elite athletes, confirmation from the relevant sports organization in the Czech Republic, etc.), must be submitted through the AMBIS Information System Office. A required attachment to the application is the proposal for setting ISP conditions, completed in the document "Appendix 1 – Conditions for Completing Courses within the ISP." It is recommended that the student consults the application with the Study Department before submission to verify its relevance.
- (2) The application must specify which options outlined in Article 1, Paragraph (5) the student is requesting within their ISP (e.g., individual consultations, self-study, additional tasks, re-examination, rescheduling of exams/credits, etc.).
- (3) The application, along with its attachments, must be submitted no later than 14 days after the start of the relevant semester. Applications submitted later will only be considered in exceptional cases where the reasons for requesting an ISP arose during the semester.
- (4) The ISP application is generally valid for one semester or one academic year. The specific study plan is then approved for the following semester.
- (5) If the reasons for studying under the ISP persist, the student may apply for an extension for the next semester (or academic year).
- (6) The student must provide reasons in the application that prevent them from studying according to the standard schedule.
- (7) The decision on the ISP application is made by the Rector or an appointed representative. In granting the ISP, the completion status of academic obligations from previous studies is also taken into account.
- (8) All consultations regarding the process are overseen by the Study Coordinator.
- (9) The ISP and its extensions are subject to fees according to the relevant Fee Schedule associated with studying. The fee for the ISP does not replace the regular tuition fee. In cases of serious health reasons or difficult social situations, the Rector may decide to waive the fee for the ISP approval. The fee for the ISP is payable upon approval of the application.

Art. III

Decision on Approval of the ISP

- (1) The approved ISP is fully guaranteed upon approval.
- (2) The decision regarding the approval of the ISP is issued in writing and the student will receive it electronically through the AMBIS information system (Office).
- (3) Following the approval of the ISP, the student and the instructors are required to agree on the form and scope of fulfilling academic obligations for each course, taking into account the circumstances for which the student requested the ISP. Based on this agreement, the student will adjust the "Determination of Conditions for Completing Courses in ISP" form and submit it through the Office.
- (4) If an agreement cannot be reached between the instructor and the student, the student may contact the Study Coordinator, who will provide support in communication with the instructors regarding the implementation of the ISP.
- (5) The decision on the ISP may include additional organizational instructions related to its implementation.

- (6) The complete ISP process is governed by the methodological instruction, which is Annex No. 2 to this directive.

Art. IV Final Provisions

- (1) There is no legal entitlement to the approval of the Individual Study Plan.
- (2) This internal regulation is published on the Official Bulletin Board in the section for managed documentation and in the school's Information System under the Official Bulletin Board section.

Art. V Annexes

- (1) Appendix 1 – Determining Conditions for Completing Courses in the Individual Study Plan
- (2) Appendix 2 – Methodological Guidelines for Setting Up the Individual Study Plan

Art. VI Distribution List

- (1) Printout no. 1 administrator's copy.
- (2) Printout no. 2 copy for lending.

Determination of Conditions for Completing Courses in ISP

Student's Full Name: PIN:

Date of Birth:..... Department:

Study Programme/Field..... Year of Study:.....Semester / Academic Year.....

Justification for the Request and Proposal for Teaching and Completion of the Course:

Example of Completion:

Due to convalescence following a severe leg injury, I request an individualized study plan (ISP) that permits exemption from attending in-person classes and propose individual consultations either in person or electronically (which I prefer). I will engage in self-study and am willing to complete individual assignments or seminar papers. I can undertake exams or assessments remotely. If in-person attendance is required for any exam, I will be able to attend starting from July 2020.

Course Title / Instructor's Name*	Monitoring of Course Requirements*	Method of Course Completion – Z / Zk (specifying the form of assessment, reduction in direct instruction, individual tasks, etc.)**	Deadline and method of completion / final assessment of the course**
<i>Risk Analysis II / M. Náplavová</i>	<i>Exam in the 4th semester</i>	<i>Individual consultations 2-3 times and use of electronic resources in the information system, seminar paper by May 30</i>	<i>By the end of June 2020, on-line test in IS</i>

Comment on the Form

To be completed by the student

To be completed by the student as a proposal when submitting the application; in the case of a positive decision regarding the ISP, it should be adjusted based on an agreement with the instructor(s) and attached to the file of the approved original application in the Office.

METHODOLOGICAL GUIDELINE

for the Rector's Directive No. 09/2020 on Individual Study Plans

Procedure for Setting Up an Individual Study Plan (ISP)

- (1) The student is required to discuss the conditions for completing the relevant courses for the given semester with the instructors within 3 weeks from the date of receipt of the ISP Approval. It is recommended that this agreement on the study conditions within the ISP be made electronically (via email).
- (2) The student must obtain feedback from the instructors of all courses regarding the adjustment of conditions for completing the course and the form of the exam. The student will then transfer the information provided by the instructors regarding the established ISP conditions into Appendix 1 – Specification of Conditions for Completing Courses in ISP.
- (3) A student requesting an individual approach from an instructor must first present the written decision on the ISP to the instructor.
- (4) Information on how the ISP will be specifically implemented may include requirements from the instructor for successful completion of the course, deadlines for completing the course, conditions for individual consultations, assignment of seminar papers, or deadlines for submission of work.
- (5) Instructors of individual courses are obliged to inform the student with an approved ISP of the conditions for successfully completing the course within the ISP framework. If the instructor does not meet the conditions specified in the approved ISP, the student is entitled to seek assistance from the head of the relevant department through the study coordinator.
- (6) The fully completed form “Specification of Conditions for Completing ISP” for the current semester must be submitted by the student within 3 weeks from the date of ISP approval as an attachment to the ISP approval file in the Information System (Office). The submission of the form will be checked by the study coordinator.
- (7) For any subsequent semester of study under the ISP, the student must again provide a fully completed “Form for Courses in the Upcoming Semester” no later than 3 weeks from the start of the semester. The completed form should be submitted again as an attachment to the ISP approval file in the Office. If the student fails to submit the form by the specified deadline, the original ISP decision will be revoked and the request will be denied.
- (8) The Study Department maintains a record of approved individual study plans. A note about the ISP study will be added by the Study Department in the student’s study record section in the Information System.
- (9) When setting the ISP conditions, the student communicates directly with academic staff (course coordinators) in accordance with the established communication rules on the academic campus.